

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Regulation 1-11
C1

10 January 2008

Administration

STAFF PROCEDURES

FOR THE COMMANDER:

OFFICIAL:

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Acting Deputy Commanding General/
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History. This is an administrative revision change 1 to U.S. Army Training and Doctrine Command (TRADOC) Regulation (Reg) 1-11.

Summary. This regulation prescribes policy and procedures for preparing and coordinating correspondence and other administrative actions for Headquarters (HQ), TRADOC. This administrative revision updates the TRADOC Tasking Order format.

Applicability. This regulation applies to all TRADOC agencies that prepare correspondence for HQ TRADOC.

Proponent and exception authority. The proponent of this regulation is the Office of the Secretary of the General Staff. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the Office of the Secretary of the General Staff (ATCS-XS), 33 Ingalls Road, Fort Monroe, VA 23651-1067.

Suggested improvements. Users send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, TRADOC (ATCS-XS), 33 Ingalls Road, Fort Monroe, VA 23651-1067.

Distribution. This publication is only available on the TRADOC Homepage at <http://www.tradoc.army.mil>.

Summary of Change

TRADOC Reg 1-11
Staff Procedures

Change 1, dated 10 January 2008-

Change TRADOC Reg 1-11, dated 17 July 2006, as follows:

In paragraph 2-3c(2)(a), change the link to the tasking order to [TRADOC Tasking Order format](#).
